



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

Operations & Maintenance

**FLEET ANALYST
TP.139
SEPTEMBER 2003**

JOB SUMMARY

Professional position that supports Fleet Management Department administrative and analytical functions in the areas of fleet analysis, vehicles acquisition including licensing and registration, and specifications writing.

EMPLOYMENT GUIDELINES

EDUCATION: Bachelor's Degree in Business Administration or a related field. (Note: Degree necessary to properly prepare incumbent in the technical elements of the position. The degree may be waived in those unusual circumstances where experience clearly demonstrates that the individual can perform at the required level of technical skill.)

EXPERIENCE: Four (4) to five (5) years fleet analysis experience including some experience working in the field of equipment maintenance and repair.

LICENSES: Valid Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of Fleet Management Information System and software for word processing, data analyses and business systems.

Knowledge of equipment maintenance techniques and practices, process improvements, maintenance outsourcing and estimating.

Demonstrated oral and written communication skills, including those necessary for preparation of technical specifications and technical proposals.

Ability to effectively and professionally interact with a variety of people both within and outside of the District; express ideas clearly and concisely both verbally and in writing.

Ability to recognize, analyze, and solve problems; interpret policies and procedures, and exercise professional judgement in the planning and execution of assigned projects.

Demonstrated organizational and time management skills necessary to be responsible for multiple concurrent projects.

Ability to exercise independent judgement and skills in decision making to quickly and effectively adapt to changing environments and situations.

Ability to effectively conduct fleet data and literature searches, read and interpret technical vehicle and equipment specifications relative to Fleet Management and communicate this information to others.

Skills in fleet analysis, technical and specification writing, and possesses the ability to assist in preparation of technical reports, instructional manuals, and standard operating procedures. Skill in evaluating Fleet related bids and Request for Proposals (RFP).

Knowledge of Fleet Management principles and operating procedures such as Preventive Maintenance Hierarchy, Equipment Replacement, Vehicles and Shop rates, and all aspects of Fuel Management.

DUTIES AND RESPONSIBILITIES

Provides analysis of the District Fleet Management program by analyzing statistical information and preparing reports to make comparisons of maintenance and operational costs, vehicles and equipment rates, fleet inventory, and fleet utilization over time and across organizational lines. Queries Fleet Information System and prepares reports on equipment parts usage and parts purchase inventory, preventive maintenance, and work order management. Analyze exception reports and notifies Fleet Manager of exceptions when appropriate.

Provides professional administrative support to the Fleet Management Department in the coordination of the Fleet Program throughout the SFWMD geographical area.

Provides professional support on Fleet Management Vehicle and Equipment acquisition ensuring that vehicles are processed by submitting request for title and registration to the State, adding fleet vehicles and equipment to the inventory, ensuring that vehicles are distributed to the appropriate site, and coordinating with vendors to ensure compliance to specifications

Demonstrates organizational skills that facilitate efficiency and effectiveness in implementing work assignments such as organizing the District vehicle and equipment trip logs.

Date and File Maintenance: Maintains and prepares files and organized records of all invoices, Statements of Work, contracts and other related paperwork, and ensures timely processing of contracts and payment of invoices.

Assists the Fleet Management Department in preparing budget documents and financial reports using a variety of software and hardware.

Provides fleet data and literature searches, and prepares vehicle and equipment technical specifications.

PHYSICAL DIMENSIONS

Fingering computer keyboard and mouse.

Sitting at desk, computer terminal and in meetings.

Talking via telephone and in meetings to supervisors, co-workers, other District employees, consultants, public, etc.

Hearing for normal conversation with supervisors, co-workers, meetings and telephone conversations.

Near vision for reading computer screens, spreadsheets, and technical documents.

Driving to and from meetings and training courses.

Walking at the field station during site visit and training.